

CONFIDENTIAL

Approved For Release 2005/12/14 : CIA-RDP92-00420R000400040018-7

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Chief, Personnel Management
Evaluation Staff/OPPPM

EXTENSION

NO.

3383

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

2.

3.

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Attached is a group of classified Performance Appraisal Attitude Survey questionnaires for distribution to your careerists in the domestic field and overseas. Please forward the survey(s) to the individual(s) as soon as possible. They will be completed anonymously and returned directly to us with the indicator ☐ on the envelope.

Headquarters participants are sent the questionnaires individually and they are returned to us without involvement on your part. The Headquarters version is unclassified.

Participants represent a 10% sample of all employees. Distribution of the survey is being made after the employee has received the first Performance Appraisal under the new system which went into effect on 1 October 1979.

Your cooperation in encouraging prompt completion of the survey will be greatly appreciated. For

18 June 1980

MEMORANDUM FOR: Chief, IAB/HRPI

FROM :

C/PMES/P&E

SUBJECT : Statistical Sampling

1. This Staff is engaged in the evaluation of the implementation of the Agency's new performance appraisal system. Our plans include surveying at least a ten percent sample of each grade group of Agency employees. (Non-GS employees should be treated as one grade group.) It is very important that the sample be randomly selected so that it proximates the true character of the population.

2. Please provide a name list with address labels, for ten percent of each of the grade groups listed on the attachment.

25X1

FITNESS REPORT CALL-UP SCHEDULE

CALL-UP PRODUCED	SCHEDULE	GRADE	RATING PERIOD ENDING	DUE IN OFFICE OF PERSONNEL
As of 30 Nov.	GS, SS, GSE GAA, GAC GPA, GPC GPB, GPE GPD GAB, GAC	06 ALL 01-04 01-19 01-04 01-02	31 Jan	28 Feb
As of 31 Dec	GPC, GPD WSA, WSB, WSF GPA GPE GPG, WS GPJ GPK WG, WP, WI WL GPC GAB	05 ALL 05 06-19 01-05 ALL 01-05 01-03 01-08 06-14 03-05	28 Feb	31 Mar
As of 31 Jan	GS, SS, GSM SPS GS, GSE, SS GAB GPA GPB GPD GPE GPG WG, WP, WI WS WPA, WGA, WGB, WGF	15-18 ALL 01-05 06-08 06-29 20+ 10+ 20+ 06+ 04-06 06-07 ALL	31 Mar	30 Apr
As of 28 Feb	GS, GSE, SS, GSM GPC GPK GAE WG WI WL WP WS GAD	14 15+ 06+ 01-05 07-08 07-09 09+ 07-09 08+ 01-04	30 Apr	31 May

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A13. *Application*

- A14- *Sub codes*
- A21- *which*
- A23- *Reserve SA*
- A24- *Term have*
- A42- *mil PAR's*
- A43- *mil. prepared.*

- B11- *Career Rec. Contract*
- B12- *Career Contract*
- B13- *Term Contract*
- B14- *1.0000 Contract*

PAR Call upping

FITNESS REPORT CALL-UP SCHEDULE

CALL-UP PRODUCED	SCHEDULE	GRADE	RATING PERIOD ENDING	DUE IN OFFICE OF PERSONNEL
As of 30 Apr	GS, GSE, SS, GSM WG WP, WI	13 01-10 10-13	30 Jun	31 Jul
As of 31 May	GS, GSE, SS, GSM WG WP, WI WLA, WLB, WLF	12 11+ 14-15 ALL	31 Jul	31 Aug
As of 30 Jun	GS, GSE, SS, GSM WP, WI	11 16-18	31 Aug	30 Sep
As of 31 Jul	GS, GSE, SS WP, WI	09-10 19+	30 Sep	31 Oct
As of 31 Oct	GS, GSE, SS GPD	07-08 06-09	31 Dec	31 Jan

CALL-UP SCHEDULE FOR TRIAL PERIOD

FITNESS REPORTS

TRIAL
PERIODA TRIAL PERIOD CASE IS LISTED ON
FITNESS REPORT CALL-UP LISTINGS WHEN:

Type 3 ETP minus 3 months = Report Period Ending Date

Type 2 ETP minus 15 months = Report Period Ending Date

Type 1 ETP minus 24 months = Report Period Ending Date

MONTH CALL-UP PRODUCED	REPORT PERIOD ENDING DATE	DUE IN OFFICE OF PERSONNEL
JAN	MAR CY	APR CY
FEB	APR CY	MAY CY
MAR	MAY CY	JUN CY
APR	JUN CY	JUL CY
MAY	JUL CY	AUG CY
JUN	AUG CY	SEP CY
JUL	SEP CY	OCT CY
AUG	OCT CY	NOV CY
SEP	NOV CY	DEC CY
OCT	DEC CY	JAN CY +1
NOV	JAN CY +1	FEB CY +1
DEC	FEB CY +1	MAR CY +1

ETP = End of Trial Period Date

CY = Current Year

CY +1 = Next Year

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CALL-UP SCHEDULE FOR "D" CAREER SERVICE

ANNUAL FITNESS REPORTS

CALL-UP PRODUCED	SCHEDULE	GRADE	RATING PERIOD ENDING	DUE IN OFFICE OF PERSONNEL
As of 31 Jan	GS,SS GS,SS GS,SS GS,SS GS,SS GS,SS	01 02 03 04 05 18	Mar CY	May CY
As of 28 Feb	GS,SS	12	Apr CY	Jun CY
As of 31 Mar				
As of 30 Apr	GS,SS	11	Jun CY	Aug CY
As of 31 May				
As of 30 Jun				
As of 31 Jul	GS,SS GS,SS GS,SS	13 16 17	Sep CY	Nov CY
As of 31 Aug	GS,SS GS,SS	07 08	Oct CY	Dec CY
As of 30 Sep	GS,SS	15	Nov CY	Jan CY+1
As of 31 Oct				
As of 30 Nov	GS,SS GS,SS GS,SS GS,SS	06 09 10 14	Jan CY+1	Mar CY+1
As of 31 Dec				

CY = Current year

CY+1 = Next year